

13 August 1954

MEMORANDUM FOR: Executive Assistant to the Director

SUBJECT : Agent Cashier Procedures

1. Pursuant to your request and that of the Deputy Director (Administration), I have discussed with [REDACTED] the procedure followed in the appointment of agent cashiers for the handling of unvouchered funds and the controls in effect to insure that all such funds are properly accounted for.

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2. In addition, [REDACTED] has been furnished with a copy of the agent cashier procedure together with samples of form letters and forms used in carrying out agent cashier responsibilities. Also, copies of flow charts have been furnished showing the flow of funds and documents through the various steps from time of receipt of funds from the Treasury until final disbursement to personnel, vendors, projects and/or other activities.

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3. [REDACTED] has agreed to review the present procedure and controls and advise me of his comments and recommendations.

[REDACTED]  
E. R. SAUNDERS  
Comptroller

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